

GRANDPARENT VISITATION For Petitioner Only

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To Get the First Court Order

Part 1: Completing and Filing the Court Papers

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SELF SERVICE CENTER

ESTABLISH GRANDPARENT VISITATION

PETITIONER ONLY

PART 1 -- THE FIRST COURT PAPERS

How to assemble these documents

This packet contains court forms and instructions to file a Petition to establish grandparent visitation. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	DRGV1t	Table of forms/instructions in this packet	1
2	DRGV1k	Checklist for Petition	1
3	DRGV11i	Help to complete the Petition for Grandparent Visitation	3
4	DRGV10p	Procedures: How to File Papers with the Court for Establishment of Grandparent Visitation	2
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6	DR11f	<i>“Summons”</i>	1
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SELF SERVICE CENTER

PETITION AND PAPERS FOR ORDER ABOUT GRANDPARENT VISITATION

CHECKLIST

Use the forms and instructions in this packet only if the following factors apply to your situation

- ✓ You are natural or adoptive grandparents or great grandparent of the children, AND
- ✓ You want to get a court order allowing you visitation with the children, AND
- ✓ The children resided (lived) in Arizona at least 6 months before you file the petition or you talked to a lawyer who advised you that even so you could pursue the case in Arizona AND one of the following is true:
 - The parents of child(ren) have been divorced for at least 3 months, OR
 - One parent has been dead or missing for at least 3 months, OR
 - The child(ren) were born out of wedlock

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing. The Self-Service Center has a list of lawyers who can give you legal advice and can help you on a task-by-task basis for a fee. If you want to know more about our list of lawyers and our list of mediators, ask the Self-Service Center staff.

**SELF SERVICE CENTER
INSTRUCTIONS FOR HOW TO FILL OUT
VISITATION PAPERS FOR GRANDPARENTS**

WHEN TO USE THIS FORM:

Use this form if you are natural or adoptive grandparent(s) or great grandparent(s) who want to get a court order for visitation.

When filling out any court forms, please type or print with black ink only!

FAMILY COURT COVERSHEET:

Print or type in black ink.

Case Type: Check only one box that matches the legal procedure for which you are filing the documents in this packet.

Information About the Petitioner: Write in your name, address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address in the space provided. If your address and telephone numbers are protected, you do not need to fill in this information. However, you must let the Clerk of the Court know how to reach you. If a lawyer represents you, the Petitioner, you must also write in the lawyer's name and bar number.

Information about the other party, the Respondent: Write in the name of the Respondent. If you know the Respondent's address, home telephone number, work telephone number, cell phone/pager number, date of birth, social security number, and e-mail address, you must write in this information.

Minor Children Involved: List the names, dates of birth, and social security numbers for any minor children involved in this specific case.

Other Minor Children: If there are other children of either the Petitioner or the Respondent or both not involved with this case, list their names on the lines provided.

Other court cases: Check the appropriate box to tell this Court if either you or your spouse have been involved in any other cases, except a minor traffic offense, in any other court. If you check the Yes box, please describe the case, including case numbers and court location.

Domestic Violence Section: Answer the questions listed regarding domestic violence. This information will help court staff determine if this issue is relevant to this case.

Children's Issues Section: Answer the questions regarding the children you listed on the Family Court Cover Sheet. This information will help court staff determine if these issues are relevant to this case, and/or whether a case exists in this Court already regarding any child you listed.

Location: If you are filing your documents in Phoenix, check the Downtown Phoenix box. If you are filing your documents in Mesa, check the Mesa box.

SUMMONS:

Fill in the following information where requested: Your name; street address (if not protected); city, state and ZIP; telephone number; ATLAS NUMBER; name of Petitioner (your name); and name of Respondent (the opposing

party's name). There will be **an ATLAS number ONLY if one of the parents receive or have received AFDC or other public benefits for the children for whom you want to establish visitation.**

PETITION:

- A. Make sure your form states PETITION FOR ORDER FOR GRANDPARENT VISITATION in the upper right hand part of the page. Decide what you want a court order for. Here are the choices:
- B. In the top left corner of the first page, fill out the following: YOUR name; address (if not protected); city, state and ZIP code; telephone number.
- C. Fill in YOUR name in the space that says "Name of Petitioner." If more than one person is the grandparent who wants visitation, put both names here. Remember, you will be the PETITIONER through the whole case. In the space that says "Name of Respondent," fill in the name of the father, mother, and/or other legal guardian, who will be the RESPONDENT (S) for the rest of your case. Generally you name whoever has custody of the children because this is the person who will have to obey the visitation order.

The Clerk will enter the case number when you file.

WARNING: IF THE COURT HAS ALREADY MADE AN ORDER FOR DIVORCE OR CHILD CUSTODY OR PATERNITY IN MARICOPA COUNTY, DO NOT GET A NEW CASE NUMBER WHEN FILING YOUR CASE! USE THE EXISTING CASE NUMBER. IF YOU DO NOT KNOW THE EXISTING CASE NUMBER, ASK THE CLERK FOR YOUR EXISTING NUMBER BEFORE YOU FILE YOUR COMPLAINT/PETITION.

- 1. **Information about you:** Fill in your name, address (if not protected), date of birth and social security number. This is basic information about YOU, the PETITIONER, and your relationship to the children for whom you want the order.
- 2. **Information about the mother:** Fill in the information about the mother, including address, date of birth and social security number. This is basic information about the opposing party, the RESPONDENT.
- 3. **Information about the father:** Fill in the information about the father, including address, date of birth and social security number. This is basic information about the opposing party, the RESPONDENT.
- 4. **Information about the legal guardian (if any):** Fill in the information about any legal guardian for the children, including address, date of birth and social security number. This is basic information about the opposing party, the RESPONDENT.
- 5. **Information about the children:** Fill in information about all the children for whom you want this order. The same persons should be the custodial adult for all the children for whom you want this order. If the children have different adults who have custody, name all the adults with custody as respondents in the caption, and complete all the information about them in numbers 2, 3, and/or 4 above.
- 6. **Legal Reasons you should have visitation:** under the law, grandparents can only have visitation orders in certain cases. Read all the choices and decide which one applies to you. Then complete all the information about the choice you selected. If your situation does not fit one of the choices, do not file the Petition. You can ask a lawyer for help, to see if there is some other legal ground upon which you can ask for visitation.
- 7. **Relationship with Children:** explain here what our relationship with the children has been for the past 6 months, and why it is best for the children to have visitation with you.
- 8. **You visitation plan:** Explain here specifically what visitation arrangements you think are best for the children.

Other information about the children: If you are aware of court cases about the children, you need to tell the court that. Attach a copy of the orders about custody, visitation, or child support to the petition, unless the orders are from the Superior Court in Maricopa County.

9. **More information about children:** Fill out where the children from this action have been living **for the past 5 years**; if any children are under age 5, simply put information since their birth. Write each child's name; the address where the child lived; what dates the child lived at each address; who the child lived with; and the relationship of that person to the child. While you may not remember exact dates when you moved from one location to another, fill this information out as completely as possible.

10. **Other cases about the children:** You must tell the Court if there are prior cases involving your minor child(ren) that don't involve custody or visitation, e.g. personal injury cases involving the child(ren). If there are no other cases, mark the first box and GO ON. If there is another case, mark the second box and give as much information as possible. This information could affect you or your children's rights in this case.

11. **Other custody, visitation, support cases about these children:** The Court **MUST** know if there have been other cases involving custody, visitation or child support of the children of this case. If there are no other custody or visitation cases, or you don't know of any, mark the first box and GO ON. If you have been involved in any way with this type of Court case, mark the second box and give the information where requested. Tell the Court what happened and what is going on now in the other case(s).

12. **Custody rights of others as to these children:** If you do not know of another person OTHER THAN THE OPPOSING PARTY who is claiming custody or visitation rights to any of the children, mark the first box and GO ON. If you do know of such a person, put the information here, including the child's name and the person who believes they have a custody or visitation claim.

13. **Proper location for this court case:** the grandparents, parents/custodian, or children must live in Maricopa County for this to be a proper county for you to pursue your court case.

REQUESTS MADE TO THE COURT FOR CUSTODY, VISITATION AND CHILD SUPPORT

This section of the Petition formally requests that the Court make Orders relating to grandparent visitation

1. VISITATION
2. OTHER ORDERS

PARENTING INFORMATION PROGRAM REQUIREMENT:

As required by A.R.S. 25-352, persons petitioning for visitation (parenting time) as part of an existing action for legal separation or divorce must complete an educational program prescribed by the court. In Arizona this is known as the Parent Information Program (PIP), but the requirement applies to grandparents or other non-parents as well. It is generally a single session and costs \$30. Evening sessions are available in some locations. You may request a waiver or deferral of the fee if you are unable to pay. You may also request that the Court waive the requirement to attend the program if you can clearly show that it would not be in the best interest of the child to do so.

OATH AND VERIFICATION OF PETITIONER:

Sign this form in front of a notary. By doing so you are telling the court that everything contained in the Paternity Complaint/Petition is true.

SELF SERVICE CENTER

PROCEDURES: HOW TO FILE PAPERS WITH THE COURT FOR ESTABLISHMENT OF GRANDPARENT VISITATION

STEP 1: Make **1** copy of the *"Family Court Cover Sheet"* after you have filled it out.

Make **2** copies of the *"Summons"*

Make **4** copies of the *"Petition for Order for Grandparent Visitation"* after you have filled it out.

STEP 2: SEPARATE YOUR DOCUMENTS INTO FIVE (5) SETS:

SET 1 - ORIGINALS FOR CLERK OF COURT: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition for Order for Grandparent Visitation"</i>	SET 2 - COPIES FOR OTHER PARTY: <ul style="list-style-type: none">• <i>"Summons"</i>• <i>"Petition for Order for Grandparent Visitation"</i>
SET 3 - COPIES FOR YOU: <ul style="list-style-type: none">• <i>"Family Court Cover Sheet"</i>• <i>"Summons"</i>• <i>"Petition for Order for Grandparent Visitation"</i>	SET 4 - COPIES FOR COURT ADMINISTRATION: <ul style="list-style-type: none">• <i>"Petition for Order for Grandparent Visitation"</i> SET 5 - COPIES FOR THE ASSIGNED JUDGE: <ul style="list-style-type: none">• <i>"Petition for Order for Grandparent Visitation"</i>

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

FILE: Go to the Clerk of the Court filing counter to file your documents.

FEES: There is a filing fee and service fees for all Petitions. If you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

PAPERS: Hand all five (5) sets of your court papers to the Clerk along with cash, check or a Money Order for the filing fee of \$166.00.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of **Copies**
- The Other Party's Set of **Copies**
- The **Copies** for Court Administration
- The **Copies** for the assigned judge

STEP 4: Take the copies for Court Administration and the assigned judge to:

In Phoenix: Family Court Administration
Central Court Building, 6th floor
201 W. Jefferson

In Mesa: Court Administration
Southeast Judicial Complex, 2nd floor
222 E. Javelina Drive

In Surprise: Family Court Administration
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Court Administration offices are open Monday through Friday, 8am until 5pm.

Court Administration will keep one of the copies, and forward the other copy to your assigned judge.

STEP 5: Read the packet at the Self-Service Center called “Service of Court Papers” that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

Superior Court of Arizona
Maricopa County
Family Court Cover Sheet

For Use *WITH* Minor Children

Check only one:

- ☐ Dissolution (Divorce)
☐ Legal Separation
☐ Annulment
☐ Order of Protection
☐ Paternity
☐* Custody/Visitation
☐* Child Support
☐ Other

Case Number (Clerk will stamp
case # when documents are filed)

ATLAS number(s): _____
(if applicable)

* Check only if no other category applies

Instructions:

- You must provide the following information about yourself and the other party.
- Type or print neatly in black ink.
- If more room is needed for children or Petitioner/Respondent, please attach a separate page.

Information About the Petitioner:

Information About the Respondent:

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Home phone #: () _____

Home phone #: () _____

Work phone number: () _____

Work phone number: () _____

Cell phone/pager: () _____

Cell phone/pager: () _____

Date of Birth: _____

Date of Birth: _____

Social Security #: _____

Social Security #: _____

E-mail address: _____

E-mail address: _____

Lawyer's Name and Bar Number: _____

(Provide this information only if YOU have an attorney)

Names, Dates of Birth, and Social Security Numbers for Minor Children Involved:

Name: _____ DOB: _____ SSN: _____
Name: _____ DOB: _____ SSN: _____
Name: _____ DOB: _____ SSN: _____

Names of any OTHER minor children of the petitioner and/or the respondent, who are NOT involved in this case: _____

Have there been any other cases (EXCLUDING minor traffic offenses) in any court involving members of this family? ☐ Yes ☐ No. If yes, please describe, and provide case numbers if known:

Domestic Violence Section

Is anyone mentioned on this cover sheet currently a victim of any family or domestic violence?
☐ Yes ☐ No

Has anyone listed on this cover sheet been the plaintiff, defendant, or named in a petition for an Order of Protection? ☐ Yes ☐ No
If Yes, please identify:

Was the Order of Protection granted by the Maricopa County Superior Court?
☐ Yes ☐ No

If No, in what court was the Order of Protection granted?

Children's Issues Section

Are any of the children named above in any physical danger due to abuse or neglect?
☐ Yes ☐ No

Has anyone named on this sheet had any involvement with Child Protective Services in Arizona?
☐ Yes ☐ No

If Yes, please provide the CPS or Juvenile Court case number:

INTERPRETER: Is an interpreter needed for either of the parties? If so, please check the appropriate boxes below. NOTE: THIS IS NOT A REQUEST FOR AN INTERPRETER, THIS INFORMATION IS TO BE USED FOR INTERNAL PURPOSES ONLY.

☐ Petitioner ☐ Respondent Language: ☐ Spanish ☐ Other _____

LOCATION (Check the Superior Court location where you are filing these documents):

☐ Downtown Phoenix ☐ Mesa

Name of Person Filing: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Telephone Number: _____
ATLAS Number (if applicable): _____
Attorney Bar Number (if applicable): _____
Representing ☐ Self (Without an Attorney) or ☐ Petitioner or ☐ Respondent

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Name of Petitioner/Plaintiff

Case No: _____

SUMMONS

Name of Respondent/Defendant

**WARNING: This is an official document from the court that affects your rights. Read this carefully.
If you do not understand it, contact a lawyer for help.**

FROM THE STATE OF ARIZONA TO _____
(Name of Respondent/Defendant)

1. **A lawsuit has been filed against you.** A copy of the lawsuit and other court papers are served on you with this **"Summons"**.
2. If you do **not** want a judgment or order taken against you without your input, you must file an **"Answer"** or a **"Response"** in writing with the court, and pay the filing fee. If you do **not** file an **"Answer"** or **"Response"** the other party may be given the relief requested in his/her Petition or Complaint. To file your **"Answer"** or **"Response"** take, or send, the **"Answer"** or **"Response"** to the Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205 or the Office of the Clerk of the Superior Court, 222 East Javelina Drive, Mesa, Arizona 85210-6201. Mail a **copy** of your **"Response"** or **"Answer"** to the other party at the address listed on the top of this Summons.
3. If this **"Summons"** and the other court papers were served on you by a registered process server or the Sheriff, **within** the State of Arizona, your **"Response"** or **"Answer"** must be filed within **TWENTY (20) CALENDAR DAYS** from the date you were served, **not counting the day you were served**. If this **"Summons"** and the other papers were served on you by a registered process server or the Sheriff **outside** the State of Arizona, your Response must be filed within **THIRTY (30) CALENDAR DAYS** from the date you were served, **not counting the day you were served**. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty **(30)** days after the date of the first publication.
4. You can get a copy of the court papers filed in this case from the Petitioner at the address at the top of this paper, or from the Clerk of the Superior Court at the address listed in Paragraph 2 above.
5. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least five **(5)** days before your scheduled court date.

SIGNED AND SEALED this date: _____
MICHAEL JEANES, CLERK OF COURT

By _____
Deputy Clerk

Your Name: _____

Your Address: _____

Your City, State, ZIP: _____

Your Telephone No: _____

Representing ☐ Self (Without a Lawyer) OR ☐ Attorney for ☐ Petitioner or ☐ Respondent

IN THE SUPERIOR COURT OF ARIZONA, MARICOPA COUNTY

Regarding the Matter of:

Case No: _____

Name(s) of Petitioner(s)

PETITION FOR ORDER FOR GRANDPARENT VISITATION

AND

Name(s) of Mother, and/or Father, and/or other Legal Guardian

General Information:

1. Information about me or us, the Petitioner(s):

Name: _____

Address: _____

County of residence: _____

Date of Birth: _____

Soc. Sec. No.: _____

Occupation: _____

My relationship to child(ren) for whom I want the VISITATION order:

- ☐ Parent of Mother of child(ren)
☐ Parent of Father of child(ren)
☐ Grandparent of Mother of child(ren)
☐ Grandparent of Father of child(ren)
☐ Other: (explain): _____

2. Information about the mother of child(ren)

Name: _____

Address: _____

County of residence: _____

Date of Birth: _____

Soc. Sec. No.: _____

Occupation: _____

3. Information about the father of child(ren)

Name: _____
Address: _____
County of residence: _____
Date of Birth: _____
Soc. Sec. No.: _____
Occupation: _____

4. Information about other legal guardians of child(ren), if any:

Name: _____
Address: _____
County of residence: _____
Date of Birth: _____
Soc. Sec. No.: _____
Occupation: _____

5. Information about children for whom I or we want visitation order:

Name: _____	Name: _____
Social Security No.: _____	Social Security No.: _____
Birthdate: _____	Birthdate: _____
Current Address: _____	Current Address: _____
County of residence: _____	County of residence: _____
Father: _____	Father: _____
Mother: _____	Mother: _____
Name: _____	Name: _____
Social Security No.: _____	Social Security No.: _____
Birthdate: _____	Birthdate: _____
Current Address: _____	Current Address: _____
County of residence: _____	County of residence: _____
Father: _____	Father: _____
Mother: _____	Mother: _____

6. Legal Reason why I or we should have visitation order: (check whichever applies)

- A. ☐ Parents of child(ren) have been divorced for at least 3 months:
Date of Divorce: _____
Court case number: _____
Name of court: _____
Court Location/address: _____
- B. ☐ Mother OR ☐ Father of child(ren) has been dead for at least 3 months:
Date of Death: _____

C. ☐ Mother OR ☐ Father of child(ren) has been missing for at least 3 months:

Date parent discovered to be missing: _____

Date reported to Law enforcement agency: _____

Name, location of agency: _____

D. Child(ren) born out of wedlock: _____

If you are asking for visitation rights as PATERNAL grandparents, complete information below:

1) Date of paternity order, if one exists: _____

Court case number: _____

Name of Court: _____

Location, address of court: _____

2) If no paternity order, explain why you think your son or grandson is the father of child(ren):

7. Statements about your relationship with the child(ren) for the last 6 months, and why you think it is best for the child(ren) that you have visitation with them:

8. Your plan for visitation for the good of the child(ren): (be specific)

TRANSPORTATION will be provided by (name): _____ as follows: (explain)

During WEEKENDS: (explain specifically)

During the SUMMER MONTHS OR SCHOOL BREAKS: (explain specifically)

FOR HOLIDAYS AND BIRTHDAYS: (explain specifically)

FOR TELEPHONE CALLS: (explain specifically)

OTHER: (explain specifically)

Other information about the child(ren):

9. Where the child(ren) who is/are under 18 years of age have lived for the last 5 years. (Attach extra pages if necessary.)

Child's Name _____

Dates: From _____ To _____

Lived with _____

Relationship to child _____

Street address _____

City, State _____

Child's Name _____

Dates: From _____ To _____

Lived with _____

Relationship to child _____

Street address _____

City, State _____

Child's Name _____

Dates: From _____ To _____

Lived with _____

Relationship to child _____

Street address _____

City, State _____

10. Court cases not involving custody or visitation related to the child(ren) under 18 years old. (check one box) ☐ I HAVE ☐ I HAVE NOT been a party or a witness in court in this state or in any other state regarding the custody or visitation of any of the child(ren) named above (If so, explain below, using extra pages if necessary. IF NOT, GO ON.)

Name of each child: _____

Court state _____ Court location _____

Court case number _____ Current status _____

How the child is involved: _____

Summary of any Court Order: _____

11. Custody or visitation cases related to child(ren) under 18 years old. (check one box)

☐ I **DO** HAVE ☐ I **DO NOT** HAVE information about a custody or visitation court case relating to any of the children named above that is pending in this state or in any other state (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____

Court state _____ Court location _____

Court case number _____ Current status _____

Nature of the court proceeding: _____

Summary of Court order: _____

12. Custody or visitation claims of any person. (check one box) ☐ I **DO** KNOW ☐ I **DO NOT** KNOW a person other than the Petitioner or the Respondent who has physical custody or who claims custody or visitation rights to any of the children named above. (If so, explain below, using extra pages if necessary. IF NOT, GO ON).

Name of each child: _____

Name of person with the claim: _____

Address of person with the claim: _____

Nature of the claim: _____

Other Statements to the Court:

13. VENUE: This is the proper court to bring this lawsuit under Arizona law because it is the county of residence of the petitioner, or the respondent, or the child(ren).

REQUEST MADE TO COURT:

- (1.) For visitation as described above, and
- (2.) For such other orders as this court considers just and fair.

OATH AND VERIFICATION OF PETITIONER(S):

STATE OF ARIZONA)
County of Maricopa)

I, the Petitioner, being duly sworn and under oath, state that I have read this Complaint/Petition. All the statements in the Complaint/Petition are true, correct and complete to the best of my knowledge and belief.

SIGNED: _____

SIGNED: _____

Subscribed and sworn to before me this _____ day of _____, 20____ by the
Petitioner, _____

NOTARY PUBLIC: _____

My Commission Expires: _____

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

Name of Petitioner

Case Number: _____

**ORDER AND NOTICE TO ATTEND
PARENT INFORMATION
PROGRAM CLASS**

Name of Respondent

READ ME. This is an Official Court Order. If you fail to obey this Order, the court may find you in Contempt of Court.

THE COURT FINDS:

This case involves minor child(ren) and is an action for:

- ☐ Dissolution of Marriage;
- ☐ Legal Separation; or
- ☐ Paternity with a Request to Determine Custody or Parenting time or Child Support.

THE COURT ORDERS pursuant to ARS § 25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Information Program Class.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent **must** register for and complete the course whether or not a **“Response”** or **“Answer”** to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider, or obtain a fee deferral or waiver.
4. **FILE CERTIFICATE OF COMPLETION.** Both the Petitioner and the Respondent **must** each file a **“Certificate of Completion”** with the Clerk of the Court immediately after completing the class and prior to receiving the final judgment/order/decree in the case.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **“Response”** or **“Answer”** and do **not** complete the Parent Information Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **“Response”** or **“Answer,”** and do not complete the Parent Information Program Class, you **may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Mark Armstrong

Presiding Judge, Family Court Department

PARENT INFORMATION PROGRAM NOTICE

Parent Information Program - This is a very important document. Read it completely. You and the other parent **must** attend and complete a class in the **PARENT INFORMATION PROGRAM**. You do **NOT** attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. This is **NOT** a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or custody matters. This Notice applies to all parents who file any of the following actions in the Superior Court of Arizona in Maricopa County on or after January 1, 1997:

- (1) dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child common to the parties, or
- (2) paternity with a request that the court determine custody or parenting time or child support, or
- (3) any other domestic relations cases if attendance is ordered by the court.

WARNING: ATTENDANCE IS REQUIRED. (A.R.S. § 25-352 and Administrative Order No. 96-078).

ATTENDANCE AT THE PARENT INFORMATION CLASS IS REQUIRED BY LAW AND BY THIS COURT. IF YOU DO NOT ATTEND THE CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

Notice to Other Party.

After you file your court papers with the Court, you must serve this document on the other parent. If you have questions on how to serve the other party, the Self-Service Center has forms and instructions on service. There are two Self-Service Center locations; one in downtown Phoenix in the first floor of the East Court Building located at 101 West Jefferson Street and one in the east valley in the Southeast Complex located at 222 East Javelina Avenue in Mesa.

Parent Information Class.

You may choose which class you want to attend. A list of approved classes is provided along with this Notice. These classes meet the requirements of the Parent Information Program. You may also choose to attend a different class that is comparable to the classes listed. However, you will have to tell the judge why that class is like the classes on the list of approved classes and you may have to provide all the materials from that class and information about it to show it is comparable. It will be up to the judge to decide if that class meets Parent Information Program requirements.

Registration (sign-up) for class.

You must sign up for the class in advance. You should sign up for the class as soon as you receive this Notice. There may be a limit on the number of people that can attend each class. That means that YOU MUST CALL TO SIGN UP for the class BEFORE the class is scheduled to start. The telephone numbers for all of the Court-approved provider classes are included on the attached list of approved classes.

Cost.

- (1) You are required to pay the provider of the class the fee it charges. That fee cannot be more than thirty dollars (\$30.00). You must bring your case number and a picture I.D. to the class.
- (2) If you choose a class that is not listed, you are required to pay the provider of that class the fee it charges. The provider of the class may charge you whatever it wants.
- (3) If your filing fees have been waived or deferred, you must bring a copy of your certificate of waiver or deferral to the program listed.

Class procedures.

Arrive at the class a few minutes early to check in. **You must check in at the class and you must check out of the class. If you do not check in and out, your attendance may not be counted.** You must bring picture identification with you. **DO NOT BRING CHILDREN TO THE CLASS.** A ***"Certificate of Completion"*** of the

class will be given to you at the end of the class. After you have attended the class and have received the ***“Certificate of Completion”***, you must bring the certificate to the court and file it with the Clerk of the Court. Remember to bring your FC or FN case number to the class.

Special needs and/or Questions.

If, due to a disability, you need special accommodations to attend this class, or if you have any questions about the Parent Information Class, please contact the Maricopa County Parent Information Program office at 201 West Jefferson Street, third floor, Phoenix, Arizona, or telephone 602-506-1448 when you receive this Notice.

EAST VALLEY

Ahwatukee

Planned Parenthood of Central and Northern Arizona – 4545 E Chandler Blvd. 85044 (Ahwatukee Foothills Medical Center) Monday and Tuesday, 6:00 PM-10:00 PM; Saturday 9:00 AM-1:00 PM. (602) 277-7526.

Gilbert

Center for Families in Transition – 1380 E. Guadalupe Rd., 85234 (New Hope Community Church) one Saturday a month; 202 S. Gilbert Rd., third Thursday of month 6:00 PM-10:00 PM. (480) 946-9680 or online www.DivorceAndKids.com

Planned Parenthood of Central and Northern Arizona – (Gilbert Health Center) 1501 N. Gilbert Rd. 85234. (602) 277-7526, Tuesday 6:00 PM-10:00 PM.

Mesa

Advanced Counseling Center/Rio Salado Behavioral Health – 4600 S. Mill Ave, 85282. (480) 655-9550, Wednesday 5:30 PM-9:30 PM.

Arizona Counseling and Education – 1563 S. Gilbert Rd. 85204. (480) 839-9400 Wednesday 6:00 PM-10:00 PM, Saturday 8:30 AM-12:30 PM. www.ace4az.org

Arizona Interfaith Counseling – 2024 E. University Dr, (Rm 501 or Fellowship Hall) 85213. (480) 969-2783 Thursday 6:00 PM-10:00 PM; Friday 9:00 AM-1:00 PM; Saturday 9:00 AM-1:00 PM.

Catholic Social Service – 430 N. Dobson Rd., Ste.110 , 85201. (480) 964-8771, Monday 6:00 PM-10:00 PM; Saturday 9:00 AM-1:00 PM

Center for Families in Transition - 2130 E. University Dr., 85213 (Trinity Baptist). (480) 946-9680 or www.DivorceAndKids.com. Various weekdays and evenings.

Child Crisis Center – East Valley, Inc. – 170 W. University Dr, 85211. (480) 969-2308. Two Tuesdays a month. 5:00 PM-9:00 PM. One Saturday a month 10:00 AM-2:00 PM.

Tempe

Advanced Counseling – 4600 S. Mill, Ste 2, Tempe, 85282. (480) 655-9550. Wednesday 5:30 PM – 9:00 PM.

Arizona Interfaith Counseling – 1565 E. Warner Rd. (Room 201) 85284. (480) 969-2783. Monday 6:00 PM-10:00 PM.

Center for Families in Transition – (Two Locations) – 6240 S. Price Rd., (Building B, Rm 201), 85283 (480) 855-0075 or online www.zachwhaley.com) 2nd and 4th Thursday of Month. 6:00 PM-10:00 PM. 2nd Saturday of month 8:30 AM-12:30 PM; and 2334 E Southern Ave (Calvary Chapel). (480) 946-9680 or www.DivorceAndKids.com. Two Thursday Nights a month.

APPROVED PARENT INFORMATION CLASSES-MARICOPA COUNTY

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Devereaux Arizona – 1232 E. Broadway, Ste. 120, 85282. (480) 784-1514 (to schedule). Saturday 9:00 AM-1:00 PM

Phoenix Interfaith Counseling – 3910 S. Rural Rd., Ste. J, 85282. (480) 317-9868, Tuesday 6:00 PM-10:00 PM.

Planned Parenthood of Central and Northern Arizona – 3400 S. Mill Ave. #31, 85282, (602) 277-7526. Saturday 9:00 AM-1:00 PM.

WEST VALLEY

Glendale

Concepts for Change – 5008 W. Glendale Ave. 85301 (623-930-9317) Wednesday 6:00 PM-10:00 PM, Saturday 8:00 AM-12:00 Noon. SPANISH class first Saturday of month 1:00 PM-5:00 PM..

Devereux Arizona-(Westside Social Service) 7101 N. 55th Ave, 85301 (623) 934-1991 Wednesday 5:30-9:30 PM

Phoenix Interfaith Counseling – (Two Locations- Both 623-939-6516) 4444 W. Northern Ave, C-1, 85301 Wednesday and Thursday 5:30 PM-9:30 PM; and Saturday 9:00 AM-1:00 PM (SPANISH) and 21000 N. 75th Ave, 85308 Thursday 5:30 PM-9:30 PM.

Planned Parenthood of Central and Northern Arizona – 6670 W. Sack Dr., 85308 (602-277-7526) Tuesday 6:00 PM-10:00 PM.

Litchfield Park

Phoenix Interfaith Counseling – 300 N. Litchfield Rd. 85340 (602-248-9247) Wednesday 5:30 PM-9:30 PM.

Tolleson

Western Judicial Services – 9550 W. Van Buren , Ste. 18. 85353 (623-936-8828). Thursday 5:30 PM-9:30 PM
SPANISH – One Saturday a month 1:30 PM-5:30 PM.

CENTRAL VALLEY

Phoenix

Arizona Counseling and Education – 9034 N. 23rd Ave., Ste. 9A, 85021. (602-678-1122) Wed 6:00 PM-10:00 PM
Saturday 8:30 AM-12:30 PM. www.ace4az.org

Catholic Social Service – 1825 W. Northern, 85021, English & Spanish. Wednesday 6:00 PM-10:00 PM. 1610 W. Camelback Rd, 85015, the 4th Tuesday of Month. 9:00 AM-1:00 PM (602-997-6105, Ext 3305). Translators for other languages available on request.

Center for Families in Transition – 5757 N. Central Ave.. 85012 (480-946-9680) or www.DivorceAndKids.com
Various weekdays, evenings & weekends.

Devereux Arizona – 2432 W. Peoria, Ste. 1047, 85029 (602-944-6222) Thursday 5:30 PM-9:30 PM.

Parents Anonymous of Arizona – 6741 N. 7th St. (602-248-0428) Tuesday 5:00 PM-9:00 PM. Thursday & Friday 8:30 AM-12:30 PM. Saturday 9:00 AM-1:00 PM.

APPROVED PARENT INFORMATION CLASSES – MARICOPA COUNTY

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Phoenix Interfaith Counseling – 555 W. Glendale Ave. 85021 (602-248-9247). Tuesday 5:30 PM-9:30 PM. 12835 N. 32nd St, 85032 (602-992-7521). Saturday 9:00 AM-1:00 PM. 4201 N. 16th St, 85016 (602-248-9247) Saturday 9:00 AM-1:00 PM.

Planned Parenthood of Central and Northern Arizona – 5651 N. 7th St. 85014. Tuesday 6:00 PM-10:00 PM. Saturday 9:00 AM-1:00 PM. (SPANISH). 2255 W. Northern Ave. B100, 85021. Wednesday & Thursday 6:00 PM-10:00 PM. Saturday 9:00 AM-1:00 PM. 602-263-4244 for both locations.

NORTH VALLEY

Paradise Valley

Phoenix Interfaith Counseling – 12835 N. 32nd St. 85032. (602-992-7521). Saturday 9:00 AM-1:00 PM.

Planned Parenthood of Central and Northern Arizona – 3929 E. Bell Rd. 85032 (602-277-7526). Monday 6:00 PM-10:00 PM. Saturday 9:00 AM-1:00 PM

NORTHEAST VALLEY

Scottsdale

Arizona Counseling and Education – 16630 N. Scottsdale Rd, 85254. (480-839-9400) Monday 6:00 PM-10:00 PM www.ace4az.org

Arizona Interfaith Counseling – 15152 N. Frank Lloyd Wright Blvd., 85260. (480-969-2783) Saturday 9:00 AM-1:00 PM.

Center for Families in Transition – 8655 E. Via De Ventura, Ste. G-235, 85258. (480-991-9676) or www.centerforfamilies.net. First and 3rd Tuesday of month 4:30 PM-8:30 PM. Second Saturday of month 8:30 AM-12:30 PM.

Devereux Arizona – 6436 E. Sweetwater, 85254. (602-421-4538) Saturday 9:00 AM-1:00 PM.

Phoenix Interfaith Counseling – 101 and Raintree (602-992-7521) (University of Phoenix)

NORTHWEST VALLEY

Peoria

Advanced Counseling Center/Rio Salado Behavioral Health – 8615 W. Peoria Ave., #7, 85345 (602-252-9048) Saturday 9:00 AM-1:00 PM.

Western Judicial Services – 8401 W Monroe, 85345 (Peoria Municipal Court)(623-936-8828) Monday 5:30 PM-9:30 PM.

TODAS LAS AGENCIAS NOMBRADAS ESTAN REQUERIDO DE ACCOMODAR LAS NECESIDADES DE LAS PERSONAS QUE HABLAN ESPANOL.

ALL OF THE ABOVE PROVIDERS ARE REQUIRED TO ACCOMMODATE THE NEEDS OF SPANISH SPEAKING CLIENTS.

SPECIAL NEEDS OR ACCOMMODATIONS

If, due to a disability, language problem, or other special need, you have difficulty finding a Parent Information Class that can accommodate you, please contact the Maricopa County Parent Information Program office, telephone number (602)506-1448, for assistance.

PLEASE NOTE: You do NOT attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. You may each take the class from the same agency, but **NOT** at the same time.

You may choose which class you want to attend. The court will not assign you to attend a specific class. If you are led to believe otherwise, please contact the Parent Information Program office at 602-506-1448.